



**UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII**

**Vacancy Announcement  
No. 2018-11**

---

**Position:** **CASE ADMINISTRATOR**

**Terms of Employment:** Full-time, Excepted Service

**Classification Level:** Court Personnel System, CL 25-26  
Table HI - Hawaii  
Starting salary, dependent on qualifications and court budget  
Grade: CL 25-26 steps 1-61; Salary range: \$46,101 - \$82,554  
*\*Salary noted above includes 10.99% Hawaii Cost of Living Adjustment (COLA).*

**Position Location:** Office of the Clerk  
United States District Court  
Prince Kuhio Federal Building and U.S. Courthouse  
300 Ala Moana Boulevard  
Honolulu, HI 96850

**Closing Date:** Position open until filled.

---

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Case Administrator** position.

The Case Administrator reports directly to the Operations Supervisors and is primarily responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The Case Administrator performs docketing, manages the progression of cases, maintains official case records, monitors the completion of required procedural steps, prepares case documents for appeal, review filed documents to determine conformity and take appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed.

**REPRESENTATIVE DUTIES:**

- Manage court cases from opening to closing to ensure timely progression through the court. Review, identify and research the accuracy, timeliness and quality of data entered into the official case record.
- Enter in CM/ECF a concise and accurate summary of documents and court proceedings in accordance with established procedures. Ensure proper entry of statistical data for transmittal to the Administrative Office within established time frames. Assist judicial staff
- Monitor the entry of criminal data, including but not limited to, procedural, location and excludable intervals to ensure compliance with the requirements of the Speedy Trial Act.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Verify and issue summons. Monitor for release of exhibits and sealed documents.

- Perform quality control and docketed entries. Receive and review incoming documents to determine conformity with rules, practices and/or court filing requirements. Perform edits and corrective actions to ensure the accuracy of data, files and records. Work directly with users to explain the causes of errors found in actions necessary to prevent recurrence.
- Create and process new case files. Ensure assignment of case numbers and random assignment of cases to judges. File and distribute new magistrate complaints, arrests, warrants and search and seizure warrants. Transfer Rule 20 cases. Open cases in case management system upon receipt of initiating documents, such as complaints, indictments and information. Docket initial opening events. Close cases upon receipt of terminating documents, such as judgments, mandates, and closing orders and prepare Clerk's judgments when applicable. Process notices of appeal and appeal-related documents.
- Sort, classify and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys and others. Certify court documents and ensure data quality.
- Provide CM/ECF help-desk assistance.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Pick up, scan, copy, file, sort and process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain physical court files.
- Operate a variety of copying and scanning equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to the public, bar and the court.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process payments for filed documents.
- Monitor records on appeal and submit the certificate of record to the Ninth Circuit Court of Appeals when the record is complete. Send District Court case files to the Ninth Circuit Court of Appeals when requested.
- Conform and file hard copy orders.
- Perform some duties pertaining to Central Violations Bureau
- Perform backup duties for team members when needed.

#### **SALARY AND QUALIFICATIONS:**

Starting salary depends on qualifications, experience and court budget. This position is graded under the Court Personnel System.

At the **CL-25** level, applicants must have a minimum of one year of progressively responsible clerical or administrative experience requiring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation, including one year of specialized experience at or equivalent to CL-24.

**Minimum Qualifications:**

- Candidate must have a broad knowledge and understanding of policies and procedures of the court, and of the federal and local rules.
- Ability to communicate effectively (orally and in writing) with individuals and groups.
- Skill in typing and use of word processing equipment with knowledge of requisite court computer programs.
- Excellent customer service skills.
- Ability to interact with a wide variety of people tactfully and courteously.
- Ability to work effectively as part of a team, providing assistance to co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.

**PREFERRED QUALIFICATIONS:**

- Operational and/or administrative experience within the federal judiciary.

**BENEFITS:**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program and Thrift Savings Plan (similar to a 401k plan with employer matching contributions), and includes Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*.

**APPLICATION PROCESS:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of ALL of the following documents combined into a **single PDF**:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: [www.hid.uscourts.gov](http://www.hid.uscourts.gov) under FORMS and “Miscellaneous;” and
- 4) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov) with subject line:  
*VA 18-11 Case Administrator (your name).*

Due to the anticipated high volume of applicants, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

*AN EQUAL OPPORTUNITY EMPLOYER*